

Pre-Proposal Conference Summary
Request for Proposals No. # S00R0400012
Maryland CDBG Guidebook
March 30, 2010

Procurement welcomed vendors to the Maryland CDBG Guidebook RFP pre-proposal conference.

The following staff was introduced:

Eleanor Kennedy, Procurement Director

Ann Goldman, Procurement Officer

Cindy Stone, Neighborhood Revitalization

Anne Stringer, Neighborhood Revitalization

Brien Boone, DHCD Fair Practices and MBE Officer

Glenda Odom, Neighborhood Revitalization

Eleanor explained that DHCD will provide a Pre-Proposal Conference Summary to all vendors known to have received a copy of the RFP. This will include a summary of the proceedings, a list of any questions and answers received to date, and a list of all vendors known to have received a copy of the RFP. Vendors were reminded that written questions will be accepted following the conference, and should be submitted to Ann Goldman email goldmana@mdhousing.org and Eleanor Kennedy email kennedy@mdhousing.org. Questions may be submitted up until the closing date and will be answered as long as there is sufficient time to research and communicate an answer. All information will be posted to the procurement page of DHCD's website – www.mdhousing.org

Eleanor briefly reviewed the administrative contents of the RFP, pointing out that several documents must be completed and returned with the technical proposal:

- Bid/ Proposal Affidavit (Attachment B)
- Minority Business Enterprise Participation documents (Attachments D-1, D-2)
- Living Wage Affidavit – (Attachments E and E-1)
- Price Proposal – (Attachment F)

Attendees were reminded there is a 25 % MBE subcontractor goal for this solicitation. Because this is an MBE subcontractor goal, prime MBEs must also meet the 25% MBE subcontracting goal.

Brien Boone, DHCD's Fair Practices Director and MBE Officer/ Liaison, discussed the MBE program and its requirements in more detail, including addressing the importance of MBE monthly reporting after contract award.

Ann Stringer and Cindy Stone discussed the purpose and scope of the solicitation, and Ann Goldman reviewed questions and answers received to date.

The remainder of the pre-proposal conference was devoted to questions; please see the attached document for all questions and responses as of March 30, 2010.